

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
JULY 31, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, July 31, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

REVIEW OF MINUTES

The minutes from the June 26, 2002, teleconference were reviewed and approved as written. The minutes from the NELAC 8, July 10, 2002, session were also reviewed and approved as written.

ANNOUNCEMENTS

Mr. Sotomayor announced that he has joined the board of directors of INELA. INELA hopes that the NELAC committees can continue functioning as INELA committees. Mr. Sotomayor commented that when he has more information concerning this issue, he would forward it to everyone.

STATUS OF ACTION ITEMS

- Mr. Sotomayor forwarded a list to the Committee of contacts, compiled thus far, for the Assessor's Electronic Forum. He added several names of assessors that did not respond to the original message and added names of several non-assessors that he thought might be pertinent to the Forum.
- Mr. Sotomayor introduced and welcomed Dr. Frederic Siegelman to the On-Site Assessment Committee.
- Marlene Moore drafted and submitted language for the definition of the word "observation" and clarified that the words "deficiency" and "finding" had the same meaning. Mr. Sotomayor commented that this subject required more discussion by the Committee and that he intends to present this at NELAC 8i. However, he wishes to postpone discussion of this topic until the electronic forum project had been completed.

- Since the language submitted for the terms “observation”, “deficiency”, and “finding” requires more discussion, Mr. Sotomayor commented that sending the approved definitions to Dr. Ken Jackson for the Program Policy and Structure Committee’s review was no longer applicable.
- Mr. Sotomayor has not yet composed a message of possible topics or questions for assessors to consider as part of the electronic forum. However, now that he has obtained assessor’s contact information, he could send a message by or before the item’s completion date of August 12, 2002.

ASSESSOR’S ELECTRONIC FORUM

Mr. Sotomayor compiled a list of assessor contact information and distributed it to the Committee. Final topics for the agenda for the electronic forum will be selected once the Committee has received feedback from the assessors contacted. However, the Committee spent some time discussing one of the expected agenda items concerning changes to the standards that will become effective in 2003, as well as a few other possible agenda items.

The Committee felt that one change to the Standards that should receive attention at the forum is the new fields of accreditation, what is familiarly called fields of testing, or what in the past was the scope of accreditation. Mr. Sotomayor requested that Dr. Siegelman obtain electronic copies of the 2000 and 2001 standards to start highlighting differences between them. Dr. Siegelman will ask Ms. Jeanne Hankins for electronic copies of Chapters 2, 3, 4, and 5 in Microsoft Word format. He will also help craft a presentation for the forum on this subject.

The Committee also felt that a representative or representatives from the Accrediting Authority Work Group could be tapped to give a presentation or lead a discussion on how Accrediting Authorities are completing the transition from the 2000 to the 2001 Standards. Accrediting Authority representatives could also discuss how they are implementing the standards and what major issues they have experienced with the implementation. Mr. Daniel Hickman will contact the Accrediting Authority Work Group to seek input and volunteers.

The Committee also discussed the possibility of asking a few assessors to share their experiences regarding how assessments have changed after their states became NELAP Accrediting Authorities.

Mr. Sotomayor was interested in hearing how assessors had modified their assessment techniques to evaluate systems, as opposed to just methods. The Committee discussed approaching assessors from several states that had accreditation programs before they were recognized by NELAP. The Committee also felt that presentations on data review would be desirable.

The Committee discussed several of the logistics and mechanics of the forum. The Committee concluded that registration would be required for participation and tentatively agreed that this should be accomplished electronically. All members agreed that at least one of the sessions would follow a “question and answer” format. Since this forum will be a pilot, the Committee needs to discuss how to obtain feedback from participants.

FUTURE MEETINGS

The next teleconference will be on Wednesday, August 14, 2002, at 1:00 p.m. Eastern Daylight

Time.

ADJOURNMENT

Mr. Sotomayor adjourned the meeting, as there was no further business to discuss.

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
JULY 31, 2002**

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:25 – 2:25	Assessors' Electronic Forum
2:25 – 2:30	Next Steps/Adjournment

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
JULY 31, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	5/15/02	Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum.	8/12/02
2	6/26/02	Instructors for the electronic assessor's forum will submit all presentation materials to Mr. Friedman for quality control.	10/1/02
3	7/31/02	Dr. Siegelman will ask Ms. Jeanne Hankins for an electronic copy of Chapters 2, 3, 4, and 5 of the Standards in Microsoft Word format.	ASAP
4	07/31/02	Dr. Siegelman will help craft a presentation comparing the 2000 and 2001 Standards for the assessors' forum.	10/1/02
5	07/31/02	Mr. Dan Hickman will contact the AA Workgroup and seek interest and volunteers for a presentation dealing with implementing changes to the Standards to be delivered at the assessors' forum	8/21/02
6	07/31/02	The Committee will discuss proposed definitions for the terms "observation", "finding", and "deficiency".	10/23/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
JULY 31, 2002**

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